## *Access to Recovery–Iowa Voucher Management System (ATR VMS) - TRAINING*

**Follow these steps in order to log into the Voucher Management System training site:**

1. Open *Internet Explorer*
2. In the browser bar, enter: **https://iaatr-training.witsweb.org/p/#stay**
3. Click "Go"
4. Enter the User ID (Username) provided by the trainer
5. Enter the Password provided by the trainer (it is case sensitive)
6. Change the Password to something easily remembered
   a. The password must be at least 6 characters with at least 1 number
   b. Write down the password: _________________
7. Enter the Pin provided by the trainer (it is case sensitive)
8. Change the Pin to something easily remembered
   a. The pin must be at least 6 characters with at least 1 number
   b. The pin cannot be the same as the password
   c. Write down the pin: _________________
9. Keep this form for future reference
10. Review "Quick Reference" on Page 2

**After the Voucher Management System training:**

1. Review ATR information at **https://iaatr.witsweb.org/p/#stay**.
2. On the ATR information site, download the VMS User Guide (for Care Coordination Providers)
3. Log into the **VMS training site** at your own computer
4. Practice by entering at least 2 fake client records
5. When your agency has signed the IDPH ATR Cooperative Agreement and is ready to begin providing ATR covered services, **send an email to Julie Jones** julie.jones@idph.iowa.gov in order to obtain an account on the VMS production site. The e-mail must include:
   a. Your First and Last Name
   b. Your Agency Name
   c. Your Email Address

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# QUICK REFERENCE FOR CARE COORDINATORS

Step-by-step guide of regular activities completed in the ATR VMS

| | | | |
|---|---|---|---|
| **1** | **Client Profile**<br>1. Client List<br>2. Add Client<br>3. Complete all yellow fields<br>4. Save or Finish | **8** | **Accepting/rejecting referrals**<br>1. Agency<br>2. Referrals<br>3. Referrals In<br>4. Go<br>5. Review<br>6. Referral Status |
| **2** | **GAIN-SS/Intake/Outcomes Tool**<br>1. Gain Short Screener and Complete<br>2. ATR 4 Intake Case Information<br>3. Complete yellow fields<br>4. Finish<br>5. ATR Client Outcomes Tool<br>6. Complete yellow fields<br>7. Finish | **9** | **Adding an Encounter**<br>1. Click “Activity List”<br>2. Encounters<br>3. Add Encounter Record<br>4. Complete all Yellow Fields<br>5. Enter Progress Note<br>6. Click on “Sign Note”<br>7. Save<br>8. “Release to Billing” |
| **3** | **GPRA Intake Interview**<br>1. Activity List<br>2. GPRA<br>3. Add GPRA Intake<br>4. Complete all yellow fields<br>5. Finish | **10** | **Adjusting/Deleting Encounters**<br>1. Agency<br>2. Billing<br>3. Claim Item List<br>4. Change “Item Status” to Blank<br>5. Enter Client Name, or ENC ID, or Service Date<br>6. Profile<br>7. Click on “Reverse” or “Adjust”<br>8. Finish |
| **4** | **Care Coordination Voucher**<br>1. Client Profile<br>2. Voucher<br>3. Add New Voucher Record<br>4. Save<br>5. Add Service | **11** | **GPRA Discharge Due**<br>1. Agency<br>2. GPRA Discharge Due<br>3. Go<br>4. Review “Last Activity Date” |
| **5** | **Changing the Care Coordination Voucher**<br>1. Client Profile<br>2. Voucher<br>3. Profile<br>4. Edit (next to Vouched Service)<br>5. Finish | **12** | **GPRA Follow Up Due**<br>1. Agency<br>2. GPRA Follow Up Due<br>3. Go<br>4. Review “Follow up Open Date” and “Follow up Close Date” |
| **6** | **Consent**<br>1. Activity List<br>2. Consent<br>3. Add new client consent record | **13** | **Closing a Case**<br>1. Activity List<br>2. Intake<br>3. Save & Close the Case |
| **7** | **Referral and Referral Voucher**<br>1. Activity List<br>2. Referral<br>3. Add new client referral record<br>4. Referral Voucher | **14** | **Billing/Payment Report**<br>1. Click “Agency”<br>2. Billing<br>3. Payment List<br>4. Enter date range<br>5. Go<br>6. Profile<br>7. Export (if desired) |